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ABSTRACT

This self-paced workbook is designed to help students at the University of North Carolina-Charlotte acquire basic skills in using a university library. The workbook, which is used in conjuction with course assignments, is divided into six sections: (1) Introduction; (2) How to Locate Background Information; (3) How to Locate Books; (4) How to Locate Periodical Articles; (5) How to Locate Newspaper Articles; and (6) How to Get Help at the Reference Desk. Each section has an explanation of its purpose and content; all sections except the first and last have a series of exercises. A library-specific guide to the location of reference materials is included. (THC)

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STRATEGIES FOR SEARCHING

A Self-Paced Workbook for Basic Library Skills

by

Celia Hales, Frada Mozenter, Lorraine Penninger,
and the Reference Unit of the J. Murrey Atkins Library

University of North Carolina at Charlotte

Second Edition, 1984

Student's Name

Instructor's Name

Section Number

IR050968

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Celia Hales

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

FOREWORD

This workbook is designed to help you to acquire basic skills in using a university library.

The workbook is divided into six sections:

1. **Introduction**
2. **How to Locate Background Information**
3. **How to Locate Books**
4. **How to Locate Periodical Articles**
5. **How to Locate Newspaper Articles**
6. **How to Get Help at the Reference Desk**

Each section has an explanation of its purpose and content; all sections except the first and last have a series of exercises.

The topic of your assignment for this workbook is _____

_____

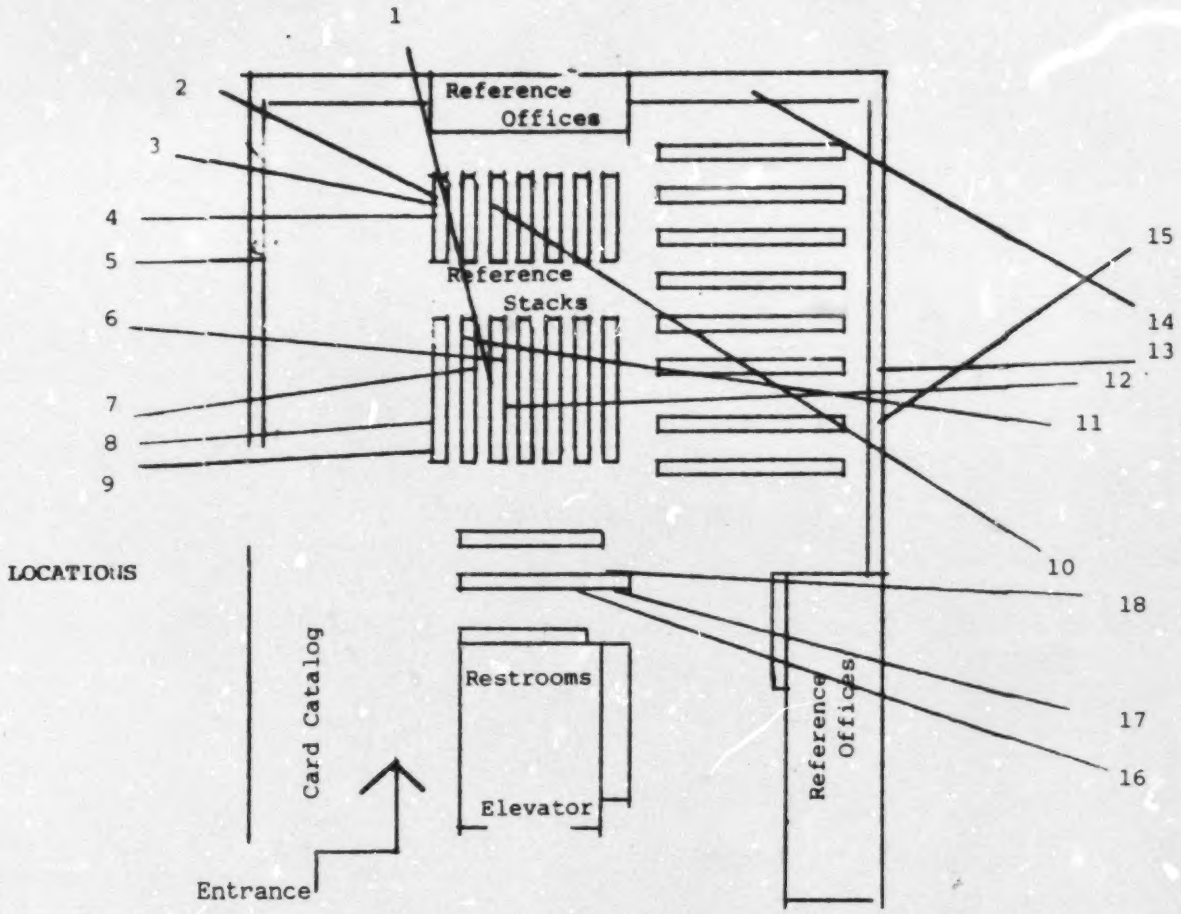
Depending upon your instructor's assignment, you may do your research paper on this topic or perhaps you will be required to choose another topic. In either case, the procedures that you will learn in completing this workbook will enable you to complete successfully your research paper.

You are to work at your own pace, although the workbook is to be completed within a time period specified by your instructor. All exercises are to be completed before you start your paper.

THE WORKBOOK MUST BE COMPLETED INDEPENDENTLY.

If you have difficulty with any section, ask your instructor or a reference librarian for help. When you have finished this workbook, turn it in to your instructor.

A guide to the location of reference materials which you will need to complete this workbook follows on the next page.



ENCYCLOPEDIAS

1. Cassell's Encyclopedia of World Literature
   REF PN41 C3 1973
2. Collier's Encyclopedia
   REF AE5 E333 1982
3. Encyclopedia Americana
   REF AE5 E333 1984
4. Encyclopaedia Britannica
   REF AE5 E363 1979
5. Encyclopedia of Banking and Finance
   REF HG151 M6 1973
6. Encyclopedia of Computer Science and Technology
   REF QA76.15 E5
7. Encyclopedia of Educational Research
   REF L901 E57 1982
8. Encyclopedia of Philosophy
   REF B41 E5
9. Encyclopedia of Religion and Ethics
   REF BL31 E4
10. Encyclopedia of World Art
    REF N31 E4833
11. International Encyclopedia of the Social Sciences
    REF H40 A2 I5
12. McGraw-Hill Encyclopedia of Science and Technology
    REF Q121 M3 1982

PERIODICAL INDEXES

13. Business Periodicals Index
    INDEX Z7164 C8 B983
14. Education Index
    INDEX Z5813 E23
15. General Science Index
    INDEX Z7401 G46
16. Humanities Index
    INDEX AI3 R492
17. Social Sciences Index
    INDEX AI3 R493

NEWSPAPER INDEX

18. The New York Times Index
    INDEX AI21 N452

SECTION I
INTRODUCTION

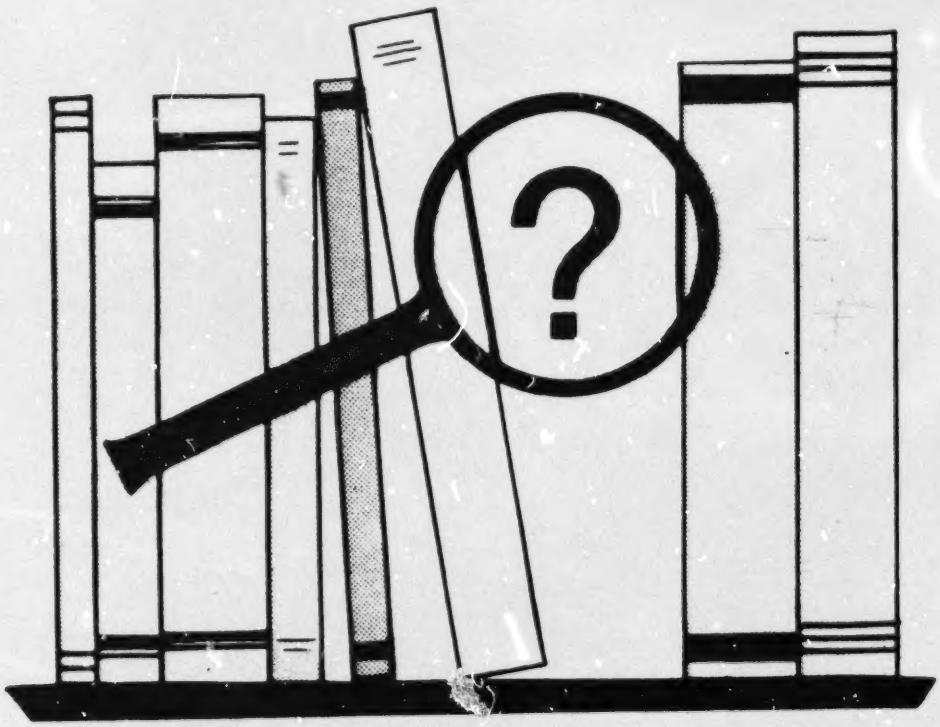
A **SEARCH STRATEGY** is the means by which you systematically locate relevant materials on a topic that can be researched thoroughly in a library.

This workbook presents a **SEARCH STRATEGY** featuring the following:

- Background Material
- Books
- Periodical Articles
- Newspapers

The subject used as an example is "television broadcasting."

You are encouraged to ask at the Reference Desk for help with this workbook.



Section II
HOW TO LOCATE BACKGROUND MATERIAL

Background information gives you an overview of a subject about which you perhaps have some knowledge, but lack comprehensive understanding. It can help you in several ways:

- -- to provide an overview
- -- to suggest ways to limit your topic
- -- to suggest terms that you might use to locate information on the topic
- -- to suggest sources where you can find additional information

Encyclopedias are good sources to background information, unless the topic is very recent. (The topic for this workbook can be located in encyclopedias.) There are two types of encyclopedias: general and specialized.

Read the description given for each encyclopedia in the following lists. You will need this information to complete the exercise set.

General Encyclopedias

Collier's Encyclopedia	REF AE
This set covers a broad range of information and has good bibliographies. Unlike most encyclopedias, the bibliography is not at the end of each article, but in Volume 24.	5 C683 1982
Encyclopedia Americana	REF AE
This is a good, standard encyclopedia with all subjects arranged alphabetically. There is a separate index volume.	5 E333 1984
Encyclopaedia Britannica	REF AE
This set is in three parts: "Propaedia," an outline of all knowledge; "Micropaedia," which serves as an index and gives brief facts as well as references to the "Macropaedia," which is composed of lengthy articles on broad topics.	5 E363 1979

Specialized Encyclopedias

Cassell's Encyclopedia of World Literature	REF PN 41 C3 1973
This three-volume set is divided into two parts. Part I deals with histories of the literatures of the world and general literary subjects like "essays" and "censorship." The second part, volumes 2 and3, contains biographies of authors. The works of an author are listed after the biography.	
Encyclopedia of Banking and Finance	REF HG 151 M8 1973
Includes information on money, credit, banking practice, history, law, accounting, organization; trusts and finance; foreign exchange; investments; securities; speculation; business organization; insurance; commodities; markets; brokerage.	
Encyclopedia of Computer Science and Technology	REF QA 76.15 E5
A scholarly, comprehensive encyclopedia directed towards hardware specialists, programmers, systems analysts, engineers, operations researchers, mathematicians, and scientists from other disciplines in which the computer is used extensively as a problem-solver.	
Encyclopedia of Educational Research	REF L 901 E57 1982
The articles deal with history, theory, research, and philosophy, as well as with the structure and fabric of education.	
Encyclopedia of Philosophy	REF B 41 E5
This encyclopedia covers philosophical terms and schools and also discusses the theories of mathematicians, physicists, biologists, sociologists, psychologists, moral reformers, and religious thinkers. The articles have extensive bibliographies.	
Encyclopedia of Religion and Ethics	REF BL 31 E4
The most comprehensive work in this class in English. Includes full bibliographies.	
Encyclopedia of World Art	REF N 31 E4833
Look here for information on paintings, sculpture, and architecture. The last part of each volume is devoted to illustrations.	

Specialized Encyclopedias - continued

International Encyclopedia of the Social Sciences	REF H 40 A2 I5
This is an excellent place to find basic information on topics in anthropology, economics, history, law, political science, sociology, statistics, and related fields. The articles are long, are written by experts in the various fields, and include bibliographies.	
McGraw-Hill Encyclopedia of Science and Technology	REF Q 121 M3 1982
Basic factual data in physical sciences, earth sciences, life sciences, and engineering may be found here. There are bibliographies after each article and many cross references to related subjects.	

Locating an Article in an Encyclopedia

As mentioned earlier, a search strategy for "television broadcasting" is used as an example in this notebook. When looking up the subject, "television broadcasting," in the volume labeled "index" for the McGraw-Hill Encylopedia of Science and Technology, we find that there is no article with this specific subject heading; there are, however, a number of articles with appropriate headings:

- Television
- Television camera
- Television camera tube
- Television networks
- Television receiver
- Television scanning
- Television standards
- Television studio
- Television transmitter

These articles are located in Volume 13, pp. 538-568. You may scan this information to locate necessary background on the topic, "television broadcasting."

Exercise Set #1

1. Choose either a. or b. You may have to use both to locate the best information.

   a. Place a check mark (✓) next to the general encyclopedia which you use to locate the information in this exercise.

Collier's Encyclopedia	____
Encyclopedia Americana	____
Encyclopaedia Britannica	____

   b. Place a check mark (✓) next to the specialized encyclopedia that is most likely to have information on your topic.

Cassell's Encyclopedia of World Literature	____
Encyclopedia of Banking and Finance	____
Encyclopedia of Computer Science and Technology	____
Encyclopedia of Educational Research	____
Encyclopedia of Philosophy	____
Encyclopedia of Religion and Ethics	____
Encyclopedia of World Art	____
International Encyclopedia of the Social Sciences	____
McGraw-Hill Encyclopedia of Science and Technology	____

   Look back at the description of the encyclopedia that you selected to get the call number. Then locate this encyclopedia in the reference area of the Reference Unit.

2. Look up your topic in the index to the encyclopedia that you selected. What subject heading is used?

   _____

3. Locate the article in the encyclopedia and scan the pages briefly. Do you see any other subject terms that you might use to locate information on your topic?
   If your answer is NO, go to question #4.
   If your answer is YES, give one related term:

   _____

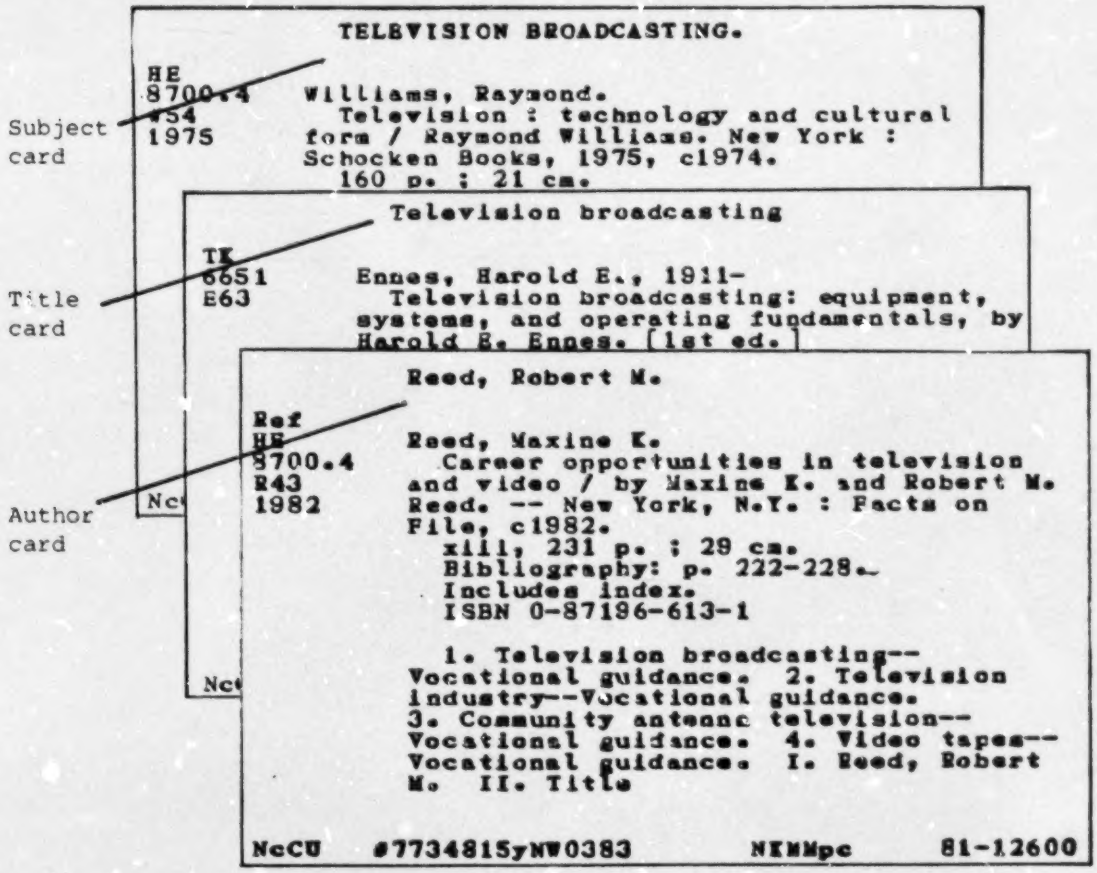
4. Are there any other sources of information (references) given? (Hint: Turn to the end of the article.)
   If your answer is NO, begin Section #3 of the workbook.
   If your answer is YES, give all information listed for one source (i.e. a citation):

   _____

Section III
HOW TO LOCATE BOOKS

There are three ways to locate books in both the card catalog and the online catalog: by author, by title, or by subject. The card catalog has a dictionary type arrangement which means that author, title, and subject cards are interfiled in the alphabetical sequence word-by-word. An author or title card is filed before a subject or title card beginning with the same word. An author or title card is always typed in upper and lower case letters. Subject cards are easy to recognize because the headings appear in BLACK CAPITAL LETTERS. Older subject cards have subject headings typed in RED letters.

SAMPLE ENTPIES IN THE CARD CATALOG:


TELEVISION BROADCASTING.
HE
8700.4
.S4
1975
Williams, Raymond.
Television : technology and cultural form / Raymond Williams. New York : Schocken Books, 1975, c1974.
160 p. ; 21 cm.
Subject card
Television broadcasting
TK
6651
E63
Ennes, Harold E., 1911-
Television broadcasting: equipment, systems, and operating fundamentals, by Harold E. Ennes. [1st ed.]
Title card
Reed, Robert M.
Ref
HE
8700.4
R43
1982
Reed, Maxine K.
Career opportunities in television and video / by Maxine K. and Robert M. Reed. -- New York, N.Y. : Facts on File, c1982.
xiii, 231 p. ; 29 cm.
Bibliography: p. 222-228.
Includes index.
ISBN 0-87196-613-1
1. Television broadcasting--Vocational guidance. 2. Television industry--Vocational guidance. 3. Community antenna television--Vocational guidance. 4. Video tapes--Vocational guidance. I. Reed, Robert M. II. Title
NcCU #7734815yNW0383 NIMMpc 81-12600
Author card

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A. Locating Books by Subject

For a subject approach, it is advisable to consult the Library of Congress Subject Headings, a publication which lists the subject headings actually used in the card catalog and the online catalog. Located on stands adjacent to the card catalog and the terminals, these two red volumes and supplements will help you adapt the terminology of your research topic to that of the card catalog and the online catalog. This will eliminate useless and time-consuming searching for subject headings that are not used so that you can concentrate on subject headings that are used.

Looking up "television broadcasting" in the Library of Congress Subject Headings, we find the following entry:

Television broadcasting *(Indirect)*
Here are entered general works on the art and pract... of television transmission for public reception. Technical works on transmission and equipment are entered under Television—Transmitters and transmission. Works on specific aspects of the general subject are entered under the particular subject, *e.g.* Television announcing; Television broadcasting of news; Television music.
sa Mexican Americans and television
Moving-pictures and television
Subscription television
Television—Tran...
...transmi...
Tel...
...speaking
... relay systems
...evision scripts
Video tape recorders and recording
x Television—Broadcasting
xx Broadcasting
Mass media
Radio broadcasting
Television industry
Note under Television
— Appreciation
— Archival resources *(Indirect)*
xx Television broadcasting—Bibliography
Note under Archival resources
— Audience reaction
See Television programs—Rating
— Audiences
See Television audiences
— Awards
sa Emmy awards
Golden Rose of Montreux
x Television broadcasting awards
xx Rewards (Prizes, etc.)

Subject headings which appear in boldface print are usable. Note that "television broadcasting" is usable.

A scope note such as this explains the type of works listed under this subject heading.

"sa" indicated "see also" terms which refer you to other headings you might want to consult. Notice under "Television broadcasting," the "sa" reference to "Mexican Americans and Television" plus 15 other "see also" references.

The next symbol "x", denotes a subject heading that is not used. "Television" with the subdivision "Broadcasting" will not be found as a subject in the card catalog.

Now you are referred to four "xx" (broader) subject headings which can be used. These headings are: Broadcasting, Mass Media, Radio Broadcasting, and Television Industry

The dash entries, such as "--Appreciation" are subdivisions of the subject heading "Television Broadcasting."

Please be aware of the following. Although proper names for people and places, etc., are not included in the Library of Congress Subject Headings, many can be found in the card catalog. Therefore if you are looking for information on a person such as Jack Paar you should go directly to the card catalog. The subject heading will be listed as PAAR, JACK.

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Exercise Set #2

1. List below several words or phrases which you think describe your topic:

   _____

   _____

   _____

2. Locate the Library of Congress Subject Headings; these are the two red volumes located adjacent to both the card catalog and the online catalog. Look up one or more of the words or phrases from #1 (above) in these volumes. What is the proper subject heading which you should use?

   _____

3. Are there any "sa" (see also) references?
   If your answer is NO, go to question #4.
   If your answer is YES, list one of these references:

   _____

4. Are there any "xx" (broader) subject headings for this topic?
   If your answer is NO, go to question #5.
   If your answer is YES, list one of these references:

   _____

5. Are there any "x" references (references that are not used as subject headings) listed?
   If your answer is NO, go to question #6.
   If your answer is YES, remember that these headings are not to be used. Go to question #6.

6. Are there any other subject headings that you think particularly appropriate for your subject?
   If your answer is NO, continue on in your workbook.
   If your answer is YES, list several of these subject headings:

   _____

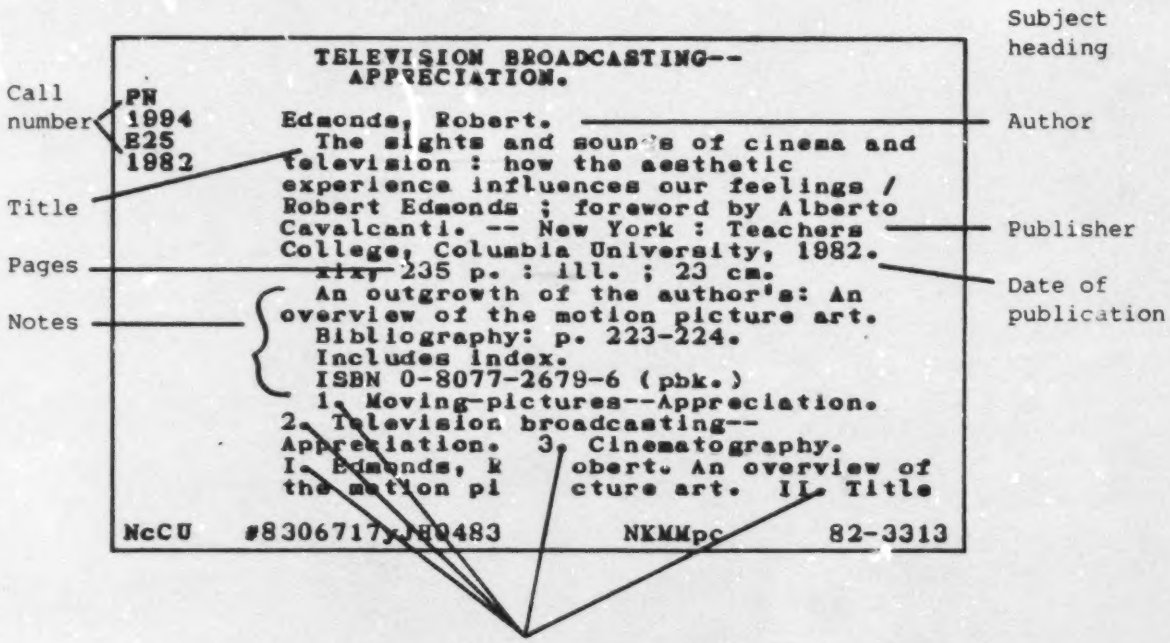
   _____

   _____

B. Using The Card Catalog

The card catalog serves as a basic tool for discovering what materials the library owns and where to locate them. We get a clue from the listing in the Library of Congress Subject Headings that "television broadcasting" has several subdivisions. Here is an example of a subject card appearing under the subject heading, "TELEVISION BROADCASTING--APPRECIATION:"

Sample Catalog Card



Tracings: headings under which the book may be found in the card catalog. There are five different cards for this book.

Robert Edmonds has written a book entitled, The Sights and Sounds of Cinema and Television. It was published in New York by the Teachers College of Columbia University. The date of its publication is 1982. The call number of the book is PN1994.E25 1982.

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Exercise Set #3

1. Go to the card catalog. Look up one of the subject headings that you listed in Exercise Set #2. If there are no cards under the first heading that you search, try another heading. Select a book that you think will be useful in writing your paper. Answer the following questions using the card for that book.

   a. What is the subject heading for the book?

   _____

   b. Who is the author of the book? (If a name is followed by "ed.," this is an editor and may be listed here also.)

   _____

   c. What is the title of the book?

   _____

   d. Where was the book published?

   _____

   e. Who published the book?

   _____

   f. When was the book published?

   _____

   g. What is the call number of the book?

   _____

C. Using the Online Catalog ("Aladdin")

Atkins Library is inaugurating its new online library catalog, the first in an academic library in North Carolina. This catalog has been named "Aladdin," which stands for "Atkins Library Automated Data Distribution and Information Network." As a library user, you will discover that Aladdin will give information about books faster and easier than was ever possible with the card catalog. The reference librarians will help you learn to use this online catalog, and there are hand-outs available also. (Just ask at the Reference Desk.)

All books processed by Atkins Library since early 1977 as well as some earlier holdings can be found in Aladdin. This represents approximately sixty-five percent of the collection. Currently, for books received prior to 1977, you will have to check the card catalog. Eventually all books will be available in Aladdin, but in the meantime, you will have to check both places to locate all books relevant to your topic.

To get general information about how to use the system, **enter "/HELP"** and then follow the instructions given. The most fundamental information is that you must identify whether you are searching for an author, a title, or a subject. Note the examples below:

1. **Author Search** — Enter **A/ and the author's name, last name first**

   Example: A/WILLIAMS, RAYMOND (then strike the **RETURN** key)

2. **Title Search** — Enter **T/ and the title**, omitting leading articles such as The, A, An.

   Example: T/TELEVISION TECHNOLOGY AND CULTURAL FORM (and strike the **RETURN** KEY)

3. **Subject Search** — Enter **S/ and the subject heading(s)**, used in the book Library of Congress Subject Headings to be sure of the correct heading.

   Example: S/TELEVISION BROADCASTING (and strike the **RETURN** key)

(You are encouraged to experiment with the online catalog, asking the reference librarians for help if needed. There will be, however, no questions to answer in this workbook.)

D. Locating Books on The Shelves

Call numbers in Atkins Library uniquely identify each book so that it can be found on the shelf. The numbers are made by the Library of Congress classification system. If you correctly write down the entire call number, and consult a location guide (see next page), you will be able to find the correct location of any book without writing down any additional information.

On the preceding pages, the Edmonds book entitled The Sights and Sounds of Cinema and Television has the following call number:

PN
1994
E25
1982

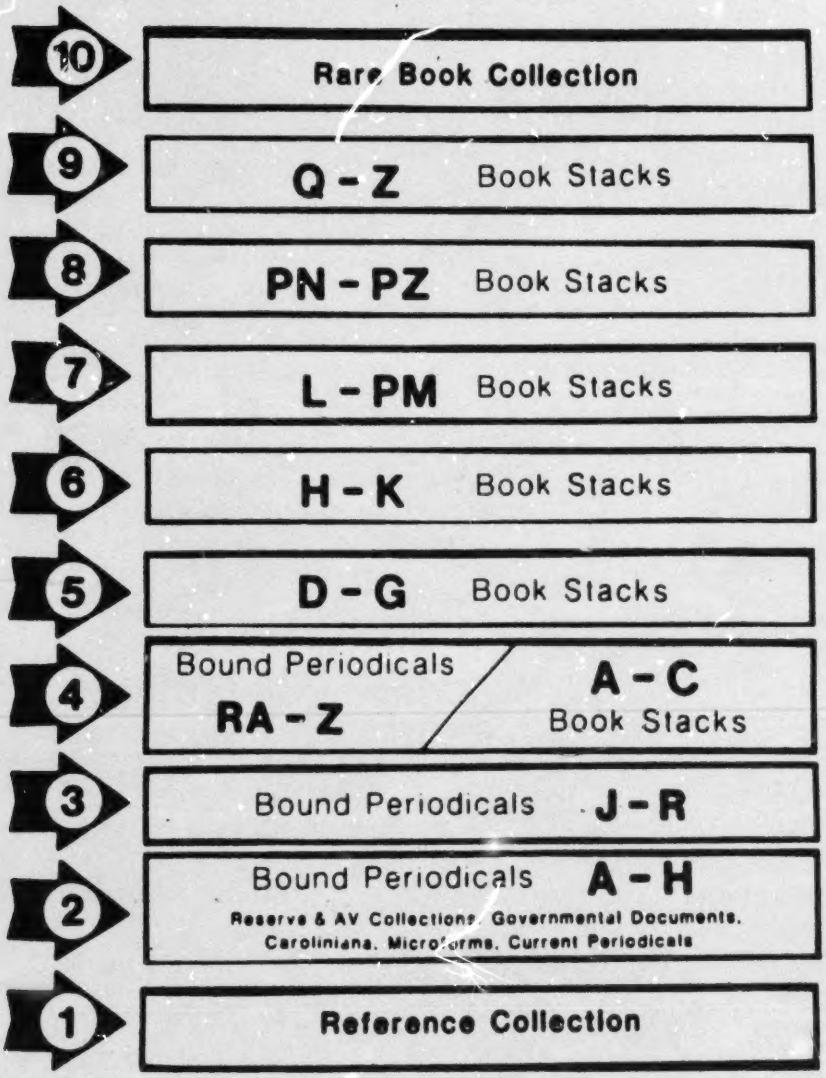
By consulting the location guide, you see that this book, by the call number, will be located on the 8th floor of the Dalton Book Tower.

Once you are on the 8th floor, you would use one line of the call number at a time to find the book. First, find the **PN's**; then **number 1994 under PN; the letter and number, E25.** The third line, **"E25,"** is read as a decimal. In this example, the fourth line is the date of publication.

Note: You do not have to locate any book on the shelves to complete this workbook. Go to Section IV.

LOCATION GUIDE TO

LIBRARY MATERIALS

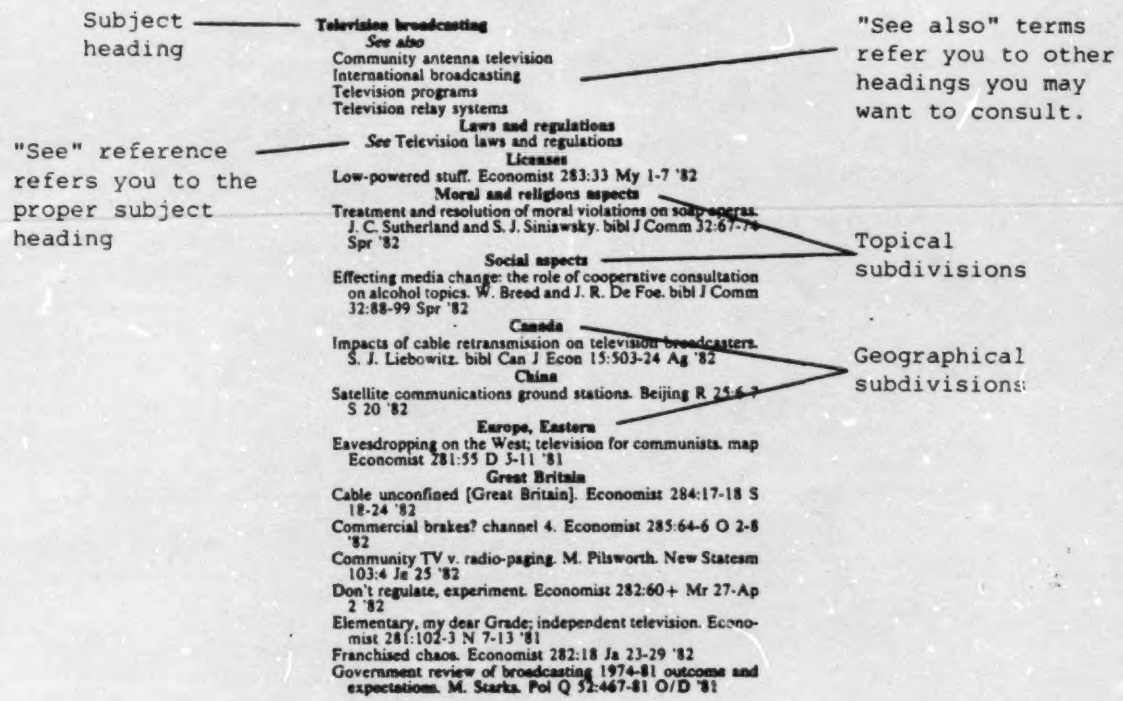


Section IV
HOW TO LOCATE PERIODICAL ARTICLES

A. Using a Periodical Index

Indexes are used to identify journal articles on specific topics. Most indexes are published several times a year with annual cumulations making them an excellent source for current information. Indexes can be very general in nature and cover many subject areas, such as Readers' Guide to Periodical Literature, or may be more specialized and include only journal articles in a particular discipline, such as Business Periodicals Index. Indexes can include articles from popular journals such as Time or articles from scholarly journals such as American Journal of Sociology.

Topics are listed alphabetically by subject in the indexes; subject headings are in **bold** print. Subject headings often will be followed by "see also" cross-references which refer the student to related topics, or "see" cross-references which refer the student to the proper subject headings. Subject headings may be subdivided by topical division and/or geographical divisions.


Subject heading
Television broadcasting
See also
Community antenna television
International broadcasting
Television programs
Television relay systems
"See also" terms refer you to other headings you may want to consult.
Laws and regulations
"See" reference refers you to the proper subject heading
See Television laws and regulations
Licenses
Low-powered stuff. Economist 283:33 My 1-7 '82
Moral and religious aspects
Treatment and resolution of moral violations on soap operas. J. C. Sutherland and S. J. Siniawsky. bibl J Comm 32:67-74 Spr '82
Topical subdivisions
Social aspects
Effecting media change: the role of cooperative consultation on alcohol topics. W. Breed and J. R. De Foe. bibl J Comm 32:88-99 Spr '82
Canada
Impacts of cable retransmission on television broadcasters. S. J. Liebowitz. bibl Can J Econ 15:503-24 Ag '82
Geographical subdivisions
China
Satellite communications ground stations. Beijing R 25:6-7 S 20 '82
Europe, Eastern
Eavesdropping on the West; television for communists. map Economist 281:55 D 5-11 '81
Great Britain
Cable unconfined [Great Britain]. Economist 284:17-18 S 18-24 '82
Commercial brakes? channel 4. Economist 285:64-6 O 2-8 '82
Community TV v. radio-paging. M. Pilsworth. New Statesm 103:4 Ja 25 '82
Don't regulate, experiment. Economist 282:60+ Mr 27-Ap 2 '82
Elementary, my dear Grade; independent television. Economist 281:102-3 N 7-13 '81
Franchised chaos. Economist 282:18 Ja 23-29 '82
Government review of broadcasting 1974-81 outcome and expectations. M. Starks. Pol Q 52:467-81 O/D '81

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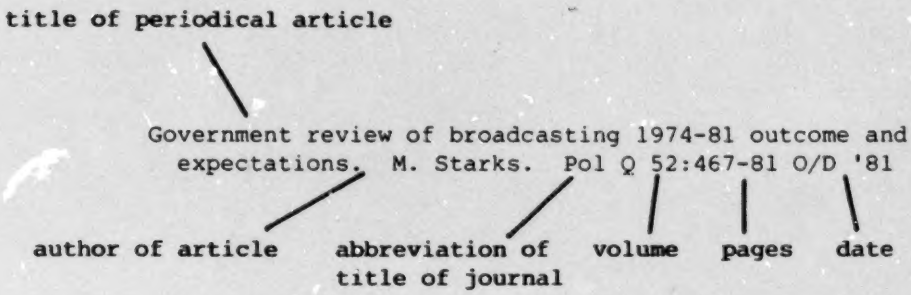
Under each subject heading and subdivision is a list of journal articles on that particular topic. Each entry is called a **bibliographic citation**; it contains the author's or editor's name, the title of the article, an abbreviation for the name of the journal in which the article appeared, the volume number of the journal in which the article was published, the date the article was published, and the pages of the journal on which the article appeared. The bibliographic citation usually is written in this order:


title of periodical article
Government review of broadcasting 1974-81 outcome and expectations. M. Starks. Pol Q 52:467-81 O/D '81
author of article
abbreviation of title of journal
volume
pages
date

Additional information indicating, for example, that the article is followed by a bibliography or that the journal is illustrated, may be included within the bibliographic citation. This information is abbreviated. Complete information for all abbreviations is listed in one of two abbreviations lists in the front of each volume: "Abbreviations of Periodicals Indexes" or "Abbreviations."

Abbreviations of Periodicals Indexes

Pol Q—Political Quarterly
Pol R—Policy Review
Pol Sci Q—Political Science Quarterly
Pol Stud—Political Studies
Police Chief—Police Chief
Police Mag—Police Magazine
Pop Bull—Population Bulletin
Prob Commun—Problems of Communism
Prof Geog—Professional Geographer
Psychiatry—Psychiatry

Abbreviations

+	continued on later pages of this issue
abr	abridged
Ag	Aktiengesellschaft
Ag	August
ann	annual

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Read the paragraph which follows each of the titles listed below. This summary describes the different subjects included in each index. You will need this information to complete this section of the workbook.

Business Periodicals Index
1958-

INDEX
Z
7164
C81
B983

A subject index to English-language periodicals in the fields of accounting, advertising and public relations, banking, communications, economics, finance, industrial relations, international business, management and personnel administration, marketing, and occupational safety.

Education Index
v.1- 1929-

INDEX
Z
5813
E23

A subject index to English-language periodicals in the discipline of education. Some yearbooks and monographs also are included.

General Science Index
1978-

INDEX
Z
7401
G46

A subject index to English-language periodicals in the physical and life sciences, medicine, health, nutrition, and psychology.

Humanities Index
v.1- 1974-

INDEX
AI
3
R492

An author/subject index to English-language periodicals in the area of archaeology, classical studies, area studies, folklore, history, language and literature, performing arts, philosophy, and religion.

Social Sciences Index
v.1- 1974-

INDEX
AI
3
R493

An author/subject index to English-language periodicals in the areas of anthropology, area studies, economics, environmental science, geography, law and criminology, medicine, politics, public administration, and social issues.

Exercise Set #4

1. Place a check mark (✓) next to the periodical most likely to have information on your topic.

Business Periodicals Index	____
Education Index	____
General Science Index	____
Humanities Index	____
Social Sciences Index	____

Locate this index in the index area of the Reference Unit. You may use any of the volumes of this index to answer the questions below.

2. What subject heading for your topic is used in this index?

_____

3. Is there a "see" reference to the correct subject?
If your answer is NO, go to question #4.
If your answer is YES, write down the correct subject heading:

_____

4. Are there any "see also" references to related subject headings?
If your answer is NO, go to question #5.
If your answer is YES, give one related term:

_____

5. Are there topical subdivisions under the subject heading you are using?
If your answer is NO, go to question #6.
If your answer is YES, write down one of these topical subdivisions:

_____

6. Are there geographic subdivisions under this subject heading?
If your answer is NO, go to question #7.
If your answer is YES, write down one of these geographic subdivisions:

_____

7. Locate one entry listed under the subject heading or under one of the subdivisions which is relevant to your topic.

   a. Did you find a relevant entry?
   If your answer is NO, go to question #7b.
   If your answer is YES, go to question #8.

   b. Check another volume of this index. Continue to check volumes of this index until you find a relevant entry.

8. Is the entry that you found a journal article? (Check the example of a bibliographic citation for journal articles at the beginning of this section.)
If your answer is NO, continue to look for a relevant entry which is a journal article.
If your answer is YES, go to question #9.

9. For the journal article you located, record the following information:

   a. The authors or editors of the article (if given; if the authors or editors are not given, enter "N.A."):

   _____

   _____

   b. The title of the article:

   _____

   _____

   c. The abbreviation for the name of the journal in which the article appeared:

   _____

   d. The volume number of the journal in which the article was published (if given; if the volume number is not given, enter "N.A."):

   _____

   e. The date that the article was published (give the abbreviation for the month, if given, and the year):

   _____

   f. The pages of the journal on which the article appeared:

   _____

10. Turn to the lists of abbreviations in the front of the volume that you are using. Use both the "Abbreviations of Periodicals Indexed" and the "Abbreviations" list to answer the following questions.

   a. What do these abbreviations mean?

   bibl_____ Ap _____

   il _____ wint_____

   + _____

   b. What is the full title of the periodical listed in #9 C. above?

   _____

B. PASL -- Periodical and Serial Listing for Atkins Library

After you have found a citation that appears relevant to "television broadcasting," the next step is to determine if Atkins Library has the periodical for the year and issue needed. All of the periodicals owned by the library are listed in PASL (Periodical and Serial Listing). Copies of PASL, an alphabetical-by-title computer printout, can be found throughout the first and second floors of the General Services Building, and on the second, third, and fourth floors of the Dalton Book Tower.

A check in PASL determines that the library does have the journal that has a relevant article on computers and the gifted. The following shows the PASL entry for this journal:

1) Title of periodical.
2) Holdings statements which indicate the volumes and dates of the periodical issues held by Atkins Library. Volume numbers precede dates. Dashes after the volume and date indicate Atkins Library has a standing current subscription to that title.
3) Call number of the periodical.
4) Location symbols indicating where the periodical issues can be found in the library.

CURR: Current year issues of the periodical which are shelved by call number in the second floor CURRENT PERIODICALS area.

BD PER: Older issues of the periodical which have been bound and are now shelved in the Dalton Tower according to call number:

A - F: second floor Dalton Tower
J - R: third floor Dalton Tower
RA - Z: fourth floor Dalton Tower

MIC: Microfilm or microfiche volumes of the periodical which are arranged by call number in metal cabinets located on the left side of the second floor serials/documents area.

To determine the location of the periodical in the library, ask yourself three questions:

1) Is it a recent periodical (the current year or the year just preceding)? If so, the periodical will be located in the current periodicals section on the second floor of the General Services Building.

2) Is microfilm mentioned (for the issue that you want)?

   If so, the periodical will be located in microform format in the microforms cabinets on the second floor of the General Services Building.

3) Is it a back issue (with no mention of microfilm for the issue that is needed)? The periodical will be located on the second, third, or fourth floor of the Dalton Tower, depending upon call number of the periodical. Location information is posted by the elevators and is given in this workbook (in the schematic drawing on page 15 and also on page 21).

The needed 1981 periodical article in the Political Quarterly is available as a bound periodical on the third floor of the Dalton Tower, with the call number JA8 P72.

Exercise Set #5

1. Look up the journal which you named in question #10b above (Exercise Set #4) in PASL, the "Periodical and Serial Listing" for Atkins Library.

   Do you find a listing for the periodical? _____

   If the answer is NO, Atkins Library does not have the periodical. If this were a real assignment, you might wish to request the periodical article through Interlibrary Loan. The amount of time needed to receive an article in this manner varies from ten days to a month. Go to question #2.

   If the answer is YES, go to quesiton #3.

2. Return to the index which you selected in question #1 of Exercise Set #4. Continue to look for a citation for which Atkins Library has the periodical. To do this, you must check the title of the journal against PASL. (Be sure to check the "Abbreviations of Periodicals Indexed" in the front of the index to get the full title.) Continue in this manner until you find an appropriate article which Atkins Library has in its collection. Record the citation below:

   _____

   _____

   Go to question #3.

3. What volumes and years of the journal does Atkins Library hold? (Give the complete holdings statement.)

   _____

   _____

   What is the call number of the journal? _____

   Where would you expect to find the specific volume and issue of the journal you need?

   ____ CURR

   ____ MIC

   ____ BD PER (indicate Dalton Tower floor below)

   ____ 2d floor Dalton Tower

   ____ 3rd floor Dalton Tower

   ____ 4th floor Dalton Tower

Section V
HOW TO LOCATE NEWSPAPER ARTICLES

When doing research, you may frequently need to locate very recent information or first-hand reports of events that happened in the past. Newspapers are frequently the best source for the following kinds of information:

-- current events
-- recent developments
-- trends of present or past opinion
-- contemporary accounts of a modern period

Material published in newspapers is found by using newspaper indexes. Although not all newspapers have indexes, once you have found the date a news story appeared in one paper, you can use that date to find reports in other newspapers. Examples of printed indexes in this library are The New York Times Index, The Wall Street Journal Index, and The Charlotte Observer Index. One microfilm newspaper index is available, The National Newspaper Index, which indexes the last three years of several national newspapers.

Read the description and note the examples given below. You will need this information in order to complete the next exercise set.

New York Times Index. V. 1- 1851-	INDEX AI 21 N452
Provides a detailed subject index to the New York Times (NEWSPAPER/MIC AN.N4). Entries under each subject heading are arranged in chronological order, and provide brief summaries of the newspaper articles being indexed. Each entry concludes with the date, page, and column of the article published in the late city edition of The New York Times.	

TELEVISION. See also
Ad – US, Ja 22,24,25,27, F 4,14, Mr 6,8,14,15,22,30, Ap 17, My 7,25,26,27, Je 3,11,13,14,29, Jl 17,21, Jl 22,27, Ag 8, 12,14,16,19,20, Ag 23,30, S 3,22, N 13,18,19,24, D 8,16
Apparel, O 21
Arms Control, O 28
Athletics, F 20,21, O 30, D 28
Baseball – American League, O 12
Baseball – American League – New York Yankees, Jl 28
Baseball – Major Leagues, Je 15,18, Jl 3
Baseball – National League, O 6,8
Baseball – National League – Pittsburgh Pirates, D 1
Basketball – College Athletics, Je 9
Birth Control, D 8

"See also" reference refers you to other headings you might want to consult

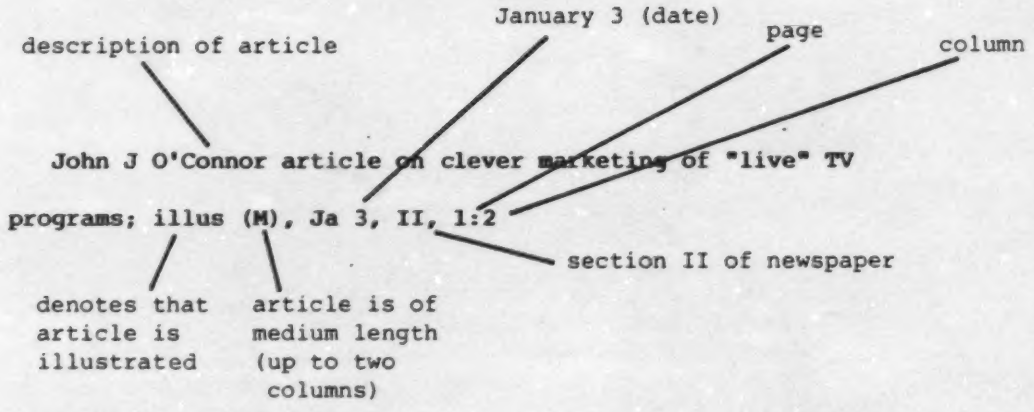
Programs. Notes programming for cable TV is indexed under subhead Cable and Pay Television
Wendy Clarke's ints with people about love will appear as public TV program entitled Love Tapes (S), Ja 3,33:6
John J O'Connor article on clever marketing of 'live' TV programs; illus (M), Ja 3,II,1:2
David E Gumpert lr disputes Herbert London Dec 29 article contending that TV networks pay too much attention to crime reptg; drawing, Ja 7,26:5

Main subhead (in boldface type)

Adventures of Marco Polo, The
Procter & Gamble Co, which is sponsoring program, is making some of its execs available to promote show (M), My 12,IV,17:1
Agronsky and Company
Program's moderator Martin Agronsky receives Arthur D Morse Fellowship in Communications and Society (S), Ag 11,III,23:1
Ain't Misbehavin'
TV adaptation of Broadway musical revd by John J O'Connor; illus, Je 21,III,18:2

Secondary subheads (set in italics and preceded by bullet symbol)

Example of a Citation


description of article
January 3 (date)
page
column
John J O'Connor article on clever marketing of "live" TV
programs; illus (M), Ja 3, II, 1:2
section II of newspaper
denotes that article is illustrated
article is of medium length (up to two columns)

Note that the year of publication is the same as the year given on the spine of the volume.

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Exercise Set #6

1. Locate The New York Times Index (AI21 N452). (These are red volumes.) You may use any volume that is appropriate to your topic. Look up your topic. What subject heading is used? (If you do not find your topic in the volume that you chose, check a few others before coming to the Reference Desk for help.)

_____

2. Are there any "see also" references to related subject headings?
   If your answer is NO, go to question #3.
   If your answer is YES, give one related term:

_____

3. Is there a "see" reference to the correct subject heading?
   If your answer is NO, go to question #4.
   If your answer is YES, write down the correct subject heading:

_____
   Find this subject heading in the volume that you are using.

4. Are there any subdivisions under this subject heading?
   If your answer is NO, go to question #7.
   If your answer is YES, go to question #5.

5. Is the subdivision a "main subhead" (set in boldface type)?
   If your answer is NO, locate the main subhead by looking farther back in the entry, and then write down the main subhead in the space below.
   If your answer is YES, fill in the space below with that subhead:

_____

6. Is this main subhead further divided by secondary subheads (set in italics and preceded by a bullet symbol "•")?
   If your answer is NO, go to question #7.
   If your answer is YES, write down one secondary subhead:

_____

7. Locate one entry listed under the subject heading or under one of the subdivisions which is relevant to your topic.

   a. Did you find a relevant entry?
      If your answer is NO, go to question #7b.
      If your answer is YES, go to question #8.

   b. Check another volume of this index. Continue to check volumes of this index until you find a relevant entry.

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8. For the citation that you located, record the following information:

a. The sentence used to describe the article _____

_____

_____

b. Which of the following describes the citation that you located?

L (long story of over 2 columns) ____
M (medium-sized item of up to two columns) ____
S (short item of half a column or less) ____

c. What is the date of the volume that you are using?

_____

d. The month and day of the news article _____

_____

e. Is a section of the newspaper indicated?
If your answer is NO, go to question #8f.
If your answer is YES, in what section of the paper would you find the news article?

_____

f. On what page does the news item appear? _____

g. In what column does the news item appear? _____

Section VI
HOW TO GET HELP AT THE REFERENCE DESK

This workbook was prepared in order for you to learn how to do basic research. There are additional sources of information which were not covered; these include the following:

-- biographical dictionaries
-- book reviews
-- literary criticism
-- statistical data
-- government documents (local, state, federal, and the United Nations)

When you are researching a topic, if you feel that some of these sources would be helpful to you, please ask for help at the Reference Desk. We will direct you to the proper sources.

A final word:

When asking for help at the Reference Desk, if possible, tell us exactly what the assignment is or exactly what information you need. Above all, **DO NOT HESITATE TO ASK FOR HELP.**

You have completed your workbook requirements. Please turn in your workbook to your instructor.

Celia Hales/Frada Mozenter/Lorraine Penninger:mc
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